October 2013

FOUNDATION:
- Worked with PIO office (Report to the Community, Kick-off Program, Blaze and Fox Theatre ads).
- Recognize elder donors’ birthdays.
- Research Digital Storage options.
- Scanned historical board minutes/packets and property files to PDF form.
- Hosted Annual KickOff event.
- Coordination of Washington Business Week for 2013.
- Welcome letters sent to new faculty/staff.
- Held an orientation and tour of campus for new board member.
- Created Smilebox creations for Watterson Dedication, Scholarship Night, and Kick-off.
- Assisted with audit.
- Attended All Staff Conference.
- Mailed annual Endowment update letters (175).
- Created two new endowments (Aadland and Nupen).
- Updated web page.
- Mailed Annual Report to last year’s donors (525).
- Mailed Annual Report to Distinguished Alumni and Group A Alumni (685).
- Compiled information on Bob Harris/Ralph Carlson.
- Coordinated plaque/installation for Bauer art piece in Student Services.
- Processed Deceased Record search to clean up database.
- Attended AFP Workshop on Social Media.
- Attended HootSuite webinars on Social Media.
- Met with Ex. Dir. of Morton Hospital Foundation re: Planned Giving program.
- Processed 176 donations/$209,718 for the month of October.

BUDGET OFFICE:
- Revised operating budget allocation by area to accommodate program code adjustment.
- Provided ASCC Director with updated income/expenditure totals for ASCC accounts.
- Worked with various areas on staff payroll changes.
- Updated Writing Center Budget.
- Attended BRP meeting and provided 2012/13 recaps for International, Running Start, and BASM programs; also provided 2013/14 budgets and revenue forecasts for those programs.
- Attended BRP campus forum.
- Attended All Staff Conference.
- Attended Business, Accounting, and Reporting Council (BAR) meeting at Pierce College which included: discussion on audited financial statements to meet accreditation requirements.
- Attended consultants meeting for TransAlta Commons (TACC) project re: mechanical systems.
• Attended campus presentation done by lead architects for the TACC project.
• Processed contract amendments for the TACC project for various additional services as requested by Dept. of Enterprise Services (DES) and the MSGS (architect).

DEPT. OF ENERGY GRANT
• Closed Dept. of Energy grant on 10/29/13, four years after initial grant request, expenditures totaled $4,998,859 and match provided by all partners totaled $7,875,067.
• Final reports to DOE are in process.

DEPT. OF COMMERCE GRANT
• No cost extension of this project to 6/30/14 has been approved.
• Quarterly report for 9/30/13 submitted to project officer.

INFORMATION TECHNOLOGY:
ONGOING JOBS/PROJECTS
• Spam monitoring, checking spam filters and removing any legitimate emails.
• Network monitoring, bandwidth usage, flooding, etc.
• Server monitoring, upgrading and correcting issues as necessary to maintain 24/7 availability.
• Antivirus administration, monitoring and responding to virus threats.
• Software updates, detecting and approving campus wide software updates.
• Server backups & archives.
• SQL, backups and log monitoring.
• HPUX, HPUX security, HPUX job scheduling and maintenance.
• Voicemail system maintenance.
• NexTalk system maintenance.
• Providing direct assistance to users contacting the help desk.
• Creating help desk calls and following up on call completion.
• Creating user accounts and delivering user credentials.
• Creating and delivering purchase orders for users.
• Complete Field Help Desk calls for user on campus.
• Weekly system-wide software upgrades being pushed remotely.

IN PROGRESS JOBS/PROJECTS
• Documentation, Network infrastructure.
• Campus servers, re-organization and migration to virtual environment.
• Active Directory, Domain Structure.
• Software license inventory.

COMPLETED JOBS/PROJECTS
• 322 Helpdesk calls completed in the month of September.
• 10 hours of online training in software applications completed.
• Built-up, configured and installed new web server.
• Configured new wireless bridge for new student residential building.
• Consolidated existing and installed new switch in network room.
• Consolidated switches in network room.
• Equipment in some HWC, WAH and LIB Smart classrooms has been replaced.
• Morton CCE was approved to be a Pearson VUE testing site installed admin station for computer-based Pearson VUE testing site and delivery station for tester.
BUSINESS & AUXILIARY SERVICES:
- Submitted a response to the IRS fine for missing SSNs on 1098T forms for 2011. Received a response letter that confirmed the response was received and they will contact us within 60 with their reply.
- The laser check printer for printing our vendor checks was delivered and installed and we had training and went live on October 4. It is working very well and much more efficient than our previous process.
- Opened four new rooms in student housing at 306 Centralia College Blvd. This brings the number of available rooms to 29 with two rooms currently doubled.
- Received notification from the State Board that we will be audited this year on equipment inventory procedures, WorkFirst, Perkins/Tech Prep and BFET grants.
- Marla Miller and Vicki Oakerman attended the BAR meeting at Pierce College on October 17. There was a presentation on the State Board’s plan for guidance on the audited financial statement requirement.

BOOKSTORE
- Processing payment vouchers for Fall quarter purchases.
- Preparing/planning for Fall quarter buyback.
- Attended NCBA Fall quarter meeting and trade show.
- Training new staff members.
- Still learning features of our new POS system.
- Receiving Textbook Requisitions for Winter quarter from faculty.
- Working on VERBA agreement for compare and compete web modules.
- Beginning One Planet Books recycling program to benefit student scholarships.
- Updating bookstore website information.
- Processing agency billing statements.
- Beginning textbook returns for Fall quarter.

CENTRAL SERVICES/PURCHASING
- Brenda Novarra-Schaible processed 4 bulk mailings in October 2013.
- Brenda completed reorganization of back storage room to better accommodate temporary storage for surplus equipment.
- Assisted Work First/Worker Retraining program with order to alter existing reception counter for ADA compliance.
- Ordered replacement postal meter to replace old unit that has been broken since August. Expect installation of new machine by end of November.
- Bonnie Myer attended the State Dept. of Enterprise Services Procurement training conference at the Tacoma Convention Center October 29-30, 2013.
- Bonnie also attended the higher education Purchasing Affairs Council meeting at Tacoma Community College, October 31, 2013.

FOOD SERVICE
- Meeting with the architects and kitchen / equipment consultants on the new building plans.
- Skippers is coming to the Blazer Bite! We are bringing in a line of the Skippers grab and go items as well as their famous Clam Chowder.
- New menu boards are up!
- Working with Joli Winsett in Graphics for advertising on campus.
- Blazer Bite is closed Nov 11th for Veteran’s Day as well as Nov 13th for Advising Day.

INSTRUCTIONAL GRANTS AND CONTRACTS
- Renee Lawson attended the Foundation board meeting, representing classified staff.
- Debbie Walker attended a meeting with financial aid representatives, Student Services, and Cashiering to finalize winter and spring quarter tuition due dates.
- Renee is serving on the Talent Search Specialist search committee.
• Debbie assisted with coverage in the cashier’s office.
• Debbie & Renee attended the All Staff Meeting.
• Debbie & Renee attended the TAC design presentation.
• Re-worked the budgets for several NSF proposals for the COE.
• Set up the tracking and budget for a new grant with Grays Harbor County and the Chehalis Basin Project. Met with project lead to discuss budget and billing procedures.
• Completed budget revision for the Work First grant in response to drastic reduction of funding. Also, completed the billing for the first quarter of expenditures, which is normally done on a monthly basis but was held up due to final DSHS approval of funding and then grant reductions.
• Continuing to work with CFS Dean and Manager’s on 13/14 program budget adjustments.
• Debbie and Renee attended the campus Budget Forum.
• Renee met with JC Greenfield from GHEC to review budget procedures and processes.
• Monitoring the Payroll Expense Distribution Reports to insure correct coding of grant expenditures.
• Processed and tracked approximately 84 part-time hourly and student time sheets for staff paid from grant funds.
• Enrolling fall quarter students in the Tuition Payment Plan and managing the students who are already enrolled; there are currently approximately 263 students enrolled totaling $91,993 owed.
• Monthly daycare billings prepared for October, totaling $16,975.
• Outside scholarships balanced for September; there are currently 254 total personal fund and outside scholarships totaling $222,404.
• Student Housing budgets balanced for September.
• All grant budgets balanced and billed for September.
• Monthly and first quarter grant billings processed for September totaling 719,102.
• Indirect chargebacks processed for September in the amount of $27,747.
• Foundation and Fund bank reconciliations completed for September.

BUILDINGS & GROUNDS
• Buildings and Grounds staff processed 108 work orders during October: 25 Custodial; 72 Events; 11 Grounds.
• Major events included: All Staff Day, Running Start Orientation, Club Fair, People First Bingo, People First Dance, Lewis County Concerts, SAAT Blood Drive, BOT Community Scan, Expand Your Horizons Conference, CCF Kickoff, NW Wind Symphony, SAAT Fall Fest, Fall Transfer Fair, Fall Drama Production.
• Performed regular grounds and landscaping duties including mowing, edging, weeding, pruning, planting, and maintenance of flower beds, lawns, parking areas, and sidewalks.
• Work with other campus groups to host KNOLL/China Creek weeding and cleanup session.
• Continuous maintenance of the KNOLL including weeding and removal of dead species.
• Rotated custodial assignments to improve quality of coverage and to offset the extended medical leave of 1 full time employee.

PLANT MAINTENANCE /CONSTRUCTION
• Install new door combination door locks on bed rooms at 209 Iron.
• Batteries replaced in UPS backup units for building automation around campus.
• Met with architects on the new commons (TAC) project to obtain input from campus community.
• Met with kitchen consultant to lay out floor plan of TAC cafeteria area.
• Yearly elevator inspection completed.
• Work orders processed for the month of Oct. was 112.